

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: William F. Donnelly Deputy Director for Administration		EXTENSION	NO. DE/A F-117 87-0025
			DATE 7 January 1987
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1. Executive Director 7D55 Hqs Bldg.			<p>STAT</p> <p>With respect to the topic--computer security--attached are two documents which demonstrate that we are attacking this issue on a broad front. One is a memorandum to me from the D/OTE, the other is a new Headquarters Notice issued 23 December 1986 dealing with security violations of computer systems.</p> <p>In addition, the new set of polygraph questions that were approved in December 1986 contains a question regarding computer security.</p> <p>STAT</p> <p>William F. Donnelly</p> <p>Atts: As stated</p> <p>ORIG:DDA:WFDonnelly:be:7Jan87 Distribution: 0 - PRS Adse w/atts. 1 - DDA Subj w/atts. 1 - DDA Chrono w/o atts. 1 - WFD Chrono w/atts.</p>
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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OT&amp; Support for Computer Security Training

FROM:

AGENCY NO

Stanley M. Moskowitz  
Director of Trng and Education

DATE

23 December 1986

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

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DDA/EXDIR

24 DEC 86

12/24

JM

Suggest we send an info copy to the Ex Dir. Jim

2.

EXDIR

24 DEC 86

A

3.

EXDIR

23 DEC 1986

ND

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D/OT+E

cc: EXDIR

(per DDA--1/6/87)

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17 December 1986

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Stanley M. Moskowitz  
Director of Training and Education  
SUBJECT: OTE Support for Computer Security  
Training

1. Last month at the off-site conference, the Information Systems Board, inter alia, called for a continuing program of education of Agency employees on the responsibilities of automated system use. The Office of Training and Education (OTE) is very supportive of the Information Systems Board's concern for computer security. We currently include a computer security briefing by someone in ISSD in every course for new computer users. We have recently produced and distributed a videotape on computer system security. This has been viewed by a number of groups in the Headquarters Auditorium and is available for viewing by individuals who do not attend a regular course. We are in the process of producing a new videotape on personal computer security. We are also introducing a computer security briefing in our EOD courses--Introduction to CIA, The Career-Trainee Development Course, and Agency Orientation and Office Procedures (AOOP).

2. We are working with OIT and OS to insure that all new computer/personal computer/word processing system users are aware of their responsibilities with regard to computer security.

STAT   
Stanley M. Moskowitz